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The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

**GENERAL:**

**GEARS Training** – Our 2021 GEARS spring training schedule concluded in April. For your reference, the presentations can be found on the GEARS courtnet site under the training tab. Please be sure to watch future GEARS Update emails for information on our next training schedule. We certainly appreciate your patience during the training, while we once again presented the training virtually. We would love to hear any comments or suggestions. Please send them to [Tammy Sitar](#). As always, there are many ways to receive GEARS assistance, Tip Sheets on the GEARS site, Service Now tickets, or contact with respective AOC department staff.

<https://mdcourts.gov/gears/training>

**FY2021 Year-end Close** – As we close in on the middle of May, please take some time to review the [year-end information attached](#) and share/discuss with staff as needed. This information was shared earlier in March. It is critical that invoices are processed; requisitions and PO's are closed or reduced as needed, revenue clearing accounts are cleared; journal entries are entered; monthly disbursements are done, reporting is submitted; and year-end forms are completed; etc. We need your timely attention and assistance to have a successful Judiciary year-end. (The documents can be found under Newsflash on the DBF courtnet site as well.)

<https://courtnet.courts.state.md.us/finance/newsflash.html>

If you should any questions about the above information, please feel free to contact me.

Thank you,



**Tammy Sitar, CPA**

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